



# Howard County Department of Police

## Meeting/Presentation Request Form

Topic/Issue: \_\_\_\_\_

Event Date/Day of week/Time: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone#: Day \_\_\_\_\_ Evening \_\_\_\_\_

Community/Organization: \_\_\_\_\_

Event Location: \_\_\_\_\_

Audience Size: \_\_\_\_\_ Children? Ages: \_\_\_\_\_

Nature of Request (please be very specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(For Police Department Use Only)*

Request received by: \_\_\_\_\_ Date: \_\_\_\_\_

Area (A, B,C, D or E): \_\_\_\_\_

### REVIEWED BY SUPERVISOR:

☒ REQUEST APPROVED BY OPA, assigned to: \_\_\_\_\_

☒ FORWARDED TO ANOTHER HCPD SUPERVISOR: \_\_\_\_\_

**\*PLEASE CALL THE ABOVE CONTACT TO CONFIRM OR DENY REQUEST**

☒ REQUEST DENIED BY SUPERVISOR: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

Person contacted: \_\_\_\_\_

Contacted by: \_\_\_\_\_ Date: \_\_\_\_\_

Handout materials provided? \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_